

VARA, Inc.

POLICIES MANUAL

Approved unanimously by the Board, in effect as of January 2020.

- TITLE 0: Purpose and Maintenance of Policy Manual
- TITLE 1: Membership Policies
- TITLE 2: Meeting Policies
- TITLE 3: Corporate Property
- TITLE 4: Repeaters
- TITLE 5: Corporate Events
- TITLE 6: Field Day
- TITLE 7: Public Service Events
- TITLE 8: Financial Operations
- TITLE 9: External Reporting
- TITLE 10: Nominations, Elections, Coordinator Appointments
- TITLE 11: Archive Maintenance and Retention
- TITLE 12: Corporation Insurance
- TITLE 13: Audits
- TITLE 14: Newsletters and other Communication with Members
- TITLE 15: Donations to the Corporation

VARA Policies Manual

TITLE 0: Purpose and Maintenance of Policy Manual

1. The Policy Manual is intended to serve as institutional memory of decisions of the Corporate Board of Directors and to guide future officers in the operation of the corporation.
2. Unlike the Corporate By-Laws, which must be strictly followed and which require a specific process for amendment, the Board of Directors may at any time grant exceptions to the policies herein, by making any changes to this Policy Manual. Such changes must be approved by a quorum of the Board at a formal Board meeting held as defined in the By-Laws.
3. The Corporation Vice-President will be responsible for identifying necessary changes to the Policy Manual after each Board Meeting minutes have been approved by the Board at the following Board Meeting. The Vice President will then update the manual accordingly, referencing the date of the Board Meeting for each change.
4. The Policy Manual shall be made available to each member of the Board. The outgoing Vice-President will provide each new Board Member with a current copy of the manual as new Board Members assume office.

VARA Policies Manual

TITLE 1: Membership Policies

ANNUAL DUES

1. Dues are set at \$15 per year, as of January 1, 2019. No discounts are currently authorized for additional family members, non-hams, prospective hams, new hams, or young hams.

NEW MEMBERS JOINING AFTER OCTOBER 31

2. New members voted into membership after October 31 each year will gain membership for the remainder of the current year, and have their \$15 payment applied to membership for the following year.

NOTIFICATION TO WEBMASTER

3. Upon election to membership (at a regular membership meeting), the Secretary shall notify the individual who maintains the electronic mailing list (See Title 14, paragraph 8) of the new member's name, callsign (if any), address, email address and/or telephone number(s), for the purpose of updating the club mailing list.

NAME BADGES

4. Each new member will be provided with a name badge by the Corporation. New name badges will be procured by the Treasurer at least twice a year for new members joining since the last badge purchase. Dates of badge procurement shall be at the convenience of the Treasurer. At the time of procurement, replacement badges can be ordered for any current member, but must be paid for by the member requesting a replacement badge.

DUES WAIVERS

5. At the Board's discretion, the Board of Directors may elect to choose one or more public service events during that upcoming year, for which participants may be eligible for a dues waiver for the *following* year.

6. Any such waiver will require participation for a set number of hours in the approved event(s), documented by the coordinator of that event. The threshold participation requirement will be set annually by the Board at the time the event(s) are designated.
7. The waiver applies to members whose full membership was in good standing as of their participation in the approved public service event, and will be applied for the following calendar year.
8. The dues waiver will be only for the event(s) approved by Board as qualifying for a dues waiver. Mere acceptance and approval of a public service event as a formal VARA activity will NOT automatically qualify participants for the dues-waiver.
9. Dues-waiver events must be individually approved each year as qualifying activities; no dues waivers will automatically carry over from year to year.

LIFETIME MEMBERSHIP

10. The Board of Directors may at its discretion vote to recognize extraordinary service to the ham community by recommending Life Membership status. Generally, life membership requires more than simply a lengthy tenure of membership and participation in the club. Life membership should be conferred only for continuous, extensive, and extraordinary service to the local ham community across a lengthy period of years or decades.
11. Life Members also must be approved by vote of the general membership at a normal monthly membership meeting.
12. Members elected to Life Membership by both the Board and membership shall be assumed to have “paid” their dues each year for the remainder of their lives until they notify the Corporation of their intent to resign membership.

VARA Policies Manual

TITLE 2: Meeting Policies

REGULAR MONTHLY CLUB MEETINGS

1. The current meeting location for both Board meetings and regular monthly meetings of the corporation is the Hometown Grill in Staunton, Virginia.
2. The annual meeting location will be the Hometown Grill in Staunton, Virginia
3. The dinner currently starts at 6:00 p.m., the business meeting will start at 7:00 p.m., followed by a program.
4. The Board Member At Large whose term expires latest will assume the responsibility for arranging any program to follow the meetings.
5. Program presenters should be allowed 10 to 30 minutes for a program. Longer programs may be permitted if the topic is of great interest.

VARA Policies Manual

TITLE 3: Corporate Property

1. This section does not pertain to monetary assets, which are the purview of the Corporate Treasurer and are covered in Title 8.

INVENTORY RECORDS

2. The corporate Secretary shall maintain an inventory list of all non-monetary property and equipment owned by the corporation. Items with an individual value of \$25 or more (such as individual radios, antennas, feedlines, etc.) should be listed individually. Items with individual values less than \$25 each but collectively totaling more than \$50 should be listed as a group (such as brackets, oils of ropes, spools of twine, "campaign" signs, etc.)

PROPERTY CUSTODIAN(S)

3. The Board of Directors shall formally name a custodian (or custodians) to be responsible for the club equipment.
4. The custodian(s) shall use due care and due diligence to protect the assets of the corporation while in storage. The custodian should be re-approved by the Board each January.
5. If the custodian(s) no longer is able or willing to serve as custodian, he/she shall give 30 days notice if possible. A new custodian shall be selected by the Board within 30 days.
6. The Board may optionally approve the reimbursement to the custodian(s) of out-of-pocket expenses associated with the storage of the equipment, such as rent for a storage unit. Such expenditures should be approved by the Board before being incurred.

STORAGE LOCATION

7. Decisions regarding storage location(s) shall be made by the Board, not the custodian.

PRHIBITION AGAINST LOANING OF CLUB PROPERTY AND EQUIPMENT

8. The Board of Directors shall not authorize the loaning of any equipment to any individual for personal or individual use.

MAINTENANCE, TESTING, AND REPAIRS OF CLUB PROPERTY AND EQUIPMENT

9. The Board must authorize any release of equipment from the custodian's possession for testing, repair, and maintenance.

DEPLOYMENT AND USE OF CLUB PROPERTY AND EQUIPMENT

10. The deployment or use of any equipment for a Corporate event other than Field Day must receive prior approval of the Board of Directors, except in the case of true emergencies as authorized by (a) the Augusta County Emergency Operations Center Manager or his/her designated delegate, or (b) the Augusta County ARES Coordinator or his/her assistant.

VARA Policies Manual

TITLE 4: Repeaters

CLUB REPEATERS

1. At the present time, the Corporation does not own or operate any repeaters.
2. If and when the Corporation Board decides to own or operate a club repeater, the Board must first set out policies for coordination, location, maintenance, and other parameters for the repeater(s).

DONATIONS/SUPPORT FOR LOCAL REPEATER OPERATORS

3. Each year, the Corporation has made a financial contribution to several local repeaters to support the machines used on a regular basis by club members, or used for public service events. The contribution must be approved by the Board each year. The amount of donation shall be set by the Board each year and will depend on the status of the corporate treasury.

VARA Policies Manual

TITLE 5: Corporate Activities

FIELD DAY AND PUBLIC-SERVICE EVENTS

1. Field Day is covered in Title 6. Public Service Events are covered in Title 7.

FAMILY PICNIC

2. The Corporation typically sponsors a Club Family Picnic the last Saturday in August, or the nearest Saturday for which a location is available.
3. Until the Board decides otherwise, a coordinator for the picnic shall be designated by the end of January for that year's picnic.
4. The current location of the picnic is Gypsy Hill Park, but may be changed by the coordinator with notification to the Board and approval of the membership at a regular club meeting.
5. The Corporation will reimburse the coordinator or his/her designee for the cost of meat, cooking fuel, napkins, plates, cups, silverware, ice, and rental of the pavilion. Other costs may be approved by the Board each year.

CHRISTMAS EVENT

6. The club typically holds its December meeting at a local restaurant which can accommodate the membership and spouses. This may or may not be the normal monthly meeting venue.
7. Until the Board decides otherwise, a coordinator for the Christmas Party shall be designated by the end of January for that year's party.
8. The current location will be decided by the coordinator each year, subject to notification to the Board and approval of the membership at a regular club meeting.
9. The meal is entirely Dutch Treat, but the Corporation may, with approval of the Board of Directors each year, provide funding for a program.

VARA Policies Manual

TITLE 6: Field Day

1. Traditionally, VARA participates in the ARRL Field Day. This event can be considered as a Public Service Event, but differs from most other public service events in that it does not provide communications support for outside organizations' activities.
2. Field Day is the only public service event for which the Board does not need to vote on approval on an annual basis.

FIELD DAY COMMITTEE

3. Historically, the club has cooperated with the Massanutten Amateur Radio Association of Harrisonburg to hold a joint MARA/VARA Field Day event.
4. The joint effort is planned by, and the execution overseen by, a committee of at least six volunteers: three members of VARA and three members of MARA. The chairmanship of the committee alternates between the two clubs.
5. Volunteers for the Field Day Committee should be selected no later than the end of the March regular club membership meeting.
6. If possible, the Field Day Committee members from VARA should include at least one ham who has not served on the Field Day Committee before.
7. The Field Day Committee and its Chair (alternating between clubs) has authority and autonomy to make decisions relating to the Field Day operation, and historically has operated relatively independently of either club. However, both clubs share the expenses incurred in conjunction with Field Day.
8. The Field Day Committee sets its own meeting dates, times, and locations.

FIELD DAY BUDGET

9. It is recommended that the VARA Board should, sometime before the April Board Meeting, set a tentative budget figure for Field day expenditures and communicate to the Field Day Committee how firm the budget figure should be adhered to. Historically, the Field Day Committee has proven to be frugal, and expenses have not been excessive even in the absence of a specified maximum limit. But setting a target budget figure is prudent.

10. It is the VARA Board's prerogative to determine how firm the quoted figure should be considered as VARA's contribution towards the operation.

USE OF CORPORATE EQUIPMENT FOR FIELD DAY

11. It has always been assumed that all VARA-owned property and equipment (with the exception of monetary assets) will be made available on loan to the Field Day Committee for incorporation into their plans, without specific approval of the Board. The Board may change this at any time by communicating their decision to the Field Day Committee by the first Field Day Committee meeting.
12. The Field Day Committee is authorized to contact the club property custodian directly to arrange pickup and return of the equipment for Field Day use.
13. The Field Day Committee chair is responsible for ensuring the VARA equipment and property is promptly returned to the custodian after the event is over.

VARA Policies Manual

TITLE 7: Public Service Events

SCOPE OF THIS POLICY

1. This section applies only to public service events approved by the Board as “VARA Public Service Activities”.
2. Nothing in the policies below shall be construed to prevent, prohibit, discourage, or in any other way interfere with, any member who wishes to participate as an individual in ANY public service activity, regardless of whether or not that activity is a club approved event.
3. VARA encourages all members to volunteer for any and all public service activities they desire and have time to participate with, regardless of whether or not the Board approves the event as a VARA-sanctioned event. VARA Members are also encouraged to volunteer for leadership and coordination responsibilities in public service events, regardless of whether or not those events are officially approved by the VARA Board.

ANNUAL BOARD APPROVAL REQUIRED FOR ALL PUBLIC SERVICE EVENTS

4. All official VARA Public Service Events (with the exception of Field Day) must be approved by the Board on an annual basis. No public service event should be considered “automatic” each year except for Field Day

IRS RULES PRECLUDE PROVIDING SERVICES TO FOR-PROFIT ORGANIZATIONS

5. In accordance with IRS regulations, VARA, as a registered 501(c)3 non-profit organization, can not legally provide services (except actually emergency communications support) for any for-profit enterprise or organization. Operational support for profit-making enterprises (defined under IRS regulations) is prohibited by the IRS. Doing so will jeopardize our tax-exempt status.
6. Under IRS rules, all organizations provided free services by VARA must be registered with the U.S. Internal Revenue Service as non-profit organizations.
7. For clarification, the IRS rules preclude providing free services to for-profit organizations, and the FCC rules preclude providing services for pay to any organization. VARA as an organization can not provide services to organizations which are not deemed non-profit under IRS rules.

NON-PROFIT ORGANIZATION ACTIVITIES WITHIN CELLULAR PHONE COVERAGE

8. Except for the two specific named events in the section below, as a general rule VARA as an organization will not provide communications support for any non-profit, charitable, or other 501(c)3 organization where almost all of the event is held within range of commercial cellular phone coverage. Again, this policy shall not be interpreted as discouraging members from participating as individuals in such events.
9. The Board may make exceptions for special cases that are deemed by the Board to provide unique training, preparation, and practice for VARA members, and where a volunteer coordinator steps forward and is approved by the Board, and where the membership (at a regular membership meeting) agrees to provide sufficient manpower to successfully conduct the operation.

ROUTINE EXCEPTIONS TO ABOVE

10. There are presently two exceptions to the policy above. Recognizing the need for members to have practice and exercise in communications support in populated areas, VARA has traditionally provided support for two 501(c)3 organizations which hold events within range of commercial cellular phone coverage. These events are the September Valley Veterans Ride for Heroes, and the October Shenandoah Fall Foliage Bike Festival.
11. These two events may be considered as formal VARA events as long as a volunteer coordinator (to manage the communications operations) for each event steps forward and is approved by the Board at its January meeting, AND the general membership agrees to provide sufficient manpower to conduct the operation.
12. The Board may add or subtract from this list of exceptions at any time.

EVENTS OUTSIDE OF CELLULAR PHONE COVERAGE

13. As a general rule, events which take place outside of cellular phone coverage (or where a majority of the event, route, etc. takes place outside of cellular phone coverage) may be considered by the Board for approval as a formal club event.
14. Such approval is generally contingency upon condition that a volunteer coordinator steps forward to manage the communications operations. Approval is also contingent upon the membership agreeing to provide sufficient manpower to conduct the operation. Each

event must re-obtain approval on an annual basis. There are no “automatically-approved” events.

15. The criteria for consideration should be a significant need for communications to provide safety and welfare of the participants in the event, and where other communications options are unavailable due to the Quiet Zone requirements, significant cost for alternative communications, or other major factor.

EVENTS MANAGED BY NON-VARA INDIVIDUALS OR ORGANIZATIONS

16. The Board may also approve, on an annual basis, an event outside of cellular phone coverage as a VARA Public Service Event where the communications operations are coordinated and managed by a non-VARA individual or organization, as long as that organization is also registered as a 501(c)3 organization.
17. An example of these type of events include the Grindstone 100 Foot Race (managed by a Lynchburg ham radio operator or organization). Another example might be an event which provides significant training, preparation, or practice in field communications, such as the Northern Virginia Trail Riders Association Shenandoah 500 Ride (managed by the Massanutten Amateur Radio Association). A third such event might possibly be the Mountain Mama Bike Ride Challenge (managed by the Highland County Public ecreation Commission).
18. In these instances, the Board may approve the event as a VARA Public Service Event to encourage members to participate in the training/preparation/practice aspect of the event, and to provide VARA members with an additional layer of liability insurance coverage while participating in these events.
19. These events are not automatic, and must be approved by the Board individually each year.
20. In general, these events may or may not require a VARA coordinator to work with the primary communications managing organization/leader.

DUES WAIVER FOR PARTICIPATION IN PUBLIC SERVICE

21. Title One of this manual specifies that the Board may designate a certain event or events which will qualify for a dues waiver (for the following year) if an existing member meets a participation threshold (specified by the Board each year at the time the event is approved). The provisions of Title One give more details. The member must be a member in good standing at the time of his/her participation to qualify for a dues waiver.

USE OF CLUB PROPERTY/EQUIPMENT FOR PUBLIC SERVICE EVENTS

22. By approving the event, the Board is giving tacit approval to use club property and equipment for the event. Individual pieces of equipment will be deployed on a case-by-case basis. The coordinator of each event will determine the equipment needs and present to the Board for informal review before the equipment is removed from the custodian. The property must be returned to the custodian promptly after conclusion of the event.

RESPONSIBILITIES OF EVENT COMMUNICAATIONS COORDINATOR

23. Each Public Service Event must have a volunteer communications coordinator named before the event is approved by the Board.
24. The coordinator's duties are:
- (a) To carry out the responsibilities below, or to arrange for a replacement coordinator, substitute, or designee to carry out the following responsibilities;
 - (b) Ensure that Board Approval has been obtained for the event;
 - (c) Contact the event organizer(s) and determine the communications needs of the event;
 - (d) Arrange for volunteers sufficient to conduct the communications operations;
 - (e) Organize the volunteers as necessary, making assignments, etc.;
 - (f) Serve as liaison between the communications volunteers and event organizer(s).
 - (g) Maintain a list of communications volunteers who actually served and submit to the Board within 30 days of the completion of the event.
 - (h) If beneficial, coordinate a 'debriefing' and assessment, recording notes of what went right and what went wrong, to help future coordinators.

LIST OF CURRENTLY-APPROVED ORGANIZATIONS

25. The following organizations are currently confirmed as eligible under IRS rules for support by 501(c)3 corporations such as VARA:
- Washington Area Trail Riders (MMX 500 Trail Ride), a formal 501(c)3 charity, tax number 45-0931339
 - Still Meadows Enrichment Center and Camp (Camp Still Meadows Horse Ride), a formal 501(c)3 charity, tax number 54-1857340
 - Valley Ride for Heroes, operated by a consortium of local chapters of national veterans organizations (which are all 501(c)3 organizations), and the VRFH gives

100% of its proceeds to Boulder Crest Retreat, which is also a formal 501(c)3 charity, tax number 27-3228310

- August Health Care, Inc. (hospital support), a formal 501(c)3 charity tax number 54-1453954
- Sentara RMH Medical Center (Rockingham hospital), a formal 501(c)3 charity. tax number 54-0506331
- Riverfest (Waynesboro river festival), a formal 501(c)3 charity tax number 54-1983998
- Rockingham-Augusta Search and Rescue, Inc., (search and rescue) a formal 501(c)3 corporation, tax number 54-1777248

In addition, VARA can donate our services to governments and government agencies free of charge, which includes:

- Highland County Recreation Commission (formal local government), the Mountain Mama Bike Ride
- Town of Bridgewater (formal local government), the Bridgewater Lawn Party
- Augusta County Emergency Operations Center (formal local government agency) (ARES)
- Virginia ARES-RACES (under a Memorandum of Understanding, the Virginia ARES organization is now under the purview of the Virginia RACES, which is part of the state government and thus can receive services from VARA when a state ARES-RACES operation has been activated.
- Harrisonburg/Rockingham Emergency Communications Center (formal local government) (ARES).
- National Oceanic and Atmospheric Administration (formal federal government agency) Skywarn
- Civil Air Patrol (an official US Air Force Auxiliary) Search and Rescue

Others may be added after confirmation of their tax exempt status.

VARA Policies Manual

TITLE 8: Financial Operations

1. The Corporate By-Laws outline the duties of the Treasurer.

SUPPORTING DOCUMENTATION FOR DISBURSEMENTS

2. All disbursements (checks written) should be supported by paper documentation, such as a receipt, an email from the check recipient, a web-page printout, an electronic shopping-cart printout, or some other paper documentation, describing what the disbursement is for, showing the date and amount.

DISBURSEMENTS TO OFFICERS AND BOARD MEMBERS

3. Checks written to any officer of the corporation for any reason require a written voucher, approved and signed by two (2) officers other than the officer receiving the disbursement. Such a voucher should be approved

MONTHLY TREASURER'S REPORT

4. The monthly Treasurer's report should give the dates of the period being reported, the opening balance as of that date, income amounts, disbursement amounts, and ending balance. A paper copy should be provided to the Secretary and the President. A copy does not need to be provided to the membership.
5. The monthly Treasurer's Report may summarize a total for repeating income, such as membership dues collected, 50/50 donations, and other routine income, but should describe in general terms income from non-periodic sources, such as donations from organizations, proceeds from disposal of club equipment or property, etc.
6. The monthly Treasurer's Report should report on each disbursement individually, giving a general description of what the disbursement is for. Examples might be:
 - (a) Reimbursement for Family Picnic Supplies
 - (b) Purchase of name tags for new members
 - (c) Deposit for pavilion rental
 - (d) Field Day expenses
 - (e) Gasoline for generator for Shenandoah 100 Public Service Event station
 - (f) Rental of Porta-Potties for Field Day

7. The Treasurer's Report does not necessarily require disclosure of to whom the disbursement was made, but that information should be provided to the Board upon inquiry by a Board member.

DISBURSEMENTS RELATED TO PUBLIC SERVICE

1. In accordance with FCC rules, the club does not compensate individuals for their time spent during public service or other club activities.
2. Also in accordance with FCC rules, licensed amateur radio operators are prohibited from accepting compensation for their service. Legal interpretations have held that this does not preclude amateurs from accepting reimbursement for actual expenses incurred in conjunction with public service events. As an example, an amateur may accept a nominal (\$15, for example) gas card to reimburse the ham for gasoline expended during a public service event.
3. It is emphasized that such reimbursement must come directly from the event organizer to the volunteers, and are not to be processed through the VARA corporate treasury.
4. Volunteers for public service and other club events make themselves, their equipment, and supplies available as a donation, and should not expect reimbursement for routine expenses incurred in conjunction with such service. Further, it is each volunteer's individual responsibility to carry personal insurance coverage in case of accident or damage or destruction of equipment in conjunction with such volunteer service.
5. As a general rule, the club does not reimburse individuals (members or non-members) for nominal small amounts incurred in the course of serving in public service or other club activities. For example, the club generally does not reimburse drivers for gasoline or other automobile expenses incurred while serving during a public service event, nor does the club reimburse individuals for meals consumed in conjunction with a public-service or other club event.
6. As a general rule, the club does not reimburse individuals (members or non-members) for equipment used, damaged, or destroyed during a public-service or other club activity. For example, the club would not reimburse a ham for a radio which became wet and waterlogged during a rainstorm taking place during a public service event, nor would the club reimburse an individual for towing or repair of a vehicle stuck or damaged during a public service event. (HOWEVER, club insurance may in some cases possibly cover such costs which exceed the policy deductible. See Title 12 for corporate insurance information.)

7. As a general rule, the club will consider reimbursement for significant expenditures for communal items (rental of a commercial generator, purchase of signage, Porta-Potty rental, etc.) spent in conjunction with approved public service events, when such expenditures are authorized in advance by the event coordinator and the Board. The term “significant” is interpreted to mean exceeding \$50 or more.
8. The Board has full authority to make exceptions to the above policies on a case-by-case basis.

BANK SIGNATURE AND AUTHORIZATION CARDS

9. The Bank Signature Card should specify at least two Board members, and at most, three Board members, to authorize disbursements from the checking account. Typically, the Secretary and Treasurer will be the signatories on the account. After the election of officers at the October Annual Corporation Meeting, the outgoing Secretary and Treasurer shall coordinate with the incoming Secretary and Treasurer to update the signature card on file at the bank.

POST OFFICE BOX

10. The corporation maintains a post office box for all legal correspondence addressed to the corporation as an organization. Both the Secretary and Treasurer should maintain keys to the PO Box and should coordinate with each other to ensure that the box is checked at least once every three weeks for mail, preferably more often. The keys should be transferred to the incoming officers by the January club meeting.

VARA Policies Manual
TITLE 9: External Reporting

IRS FORM 990

1. The Treasurer shall provide information to the corporate Secretary sufficient to enable completion of the IRS Form 990, which is required to be submitted annually to the Internal Revenue Service.
2. The Secretary shall be responsible for completing the annual Form 990 for the IRS. The Secretary can complete the on-line version of the abbreviated 990. A paper copy shall be printed and retained by the Secretary, and a paper copy provided to the Treasurer.

VIRGINIA STATE CORPORATOIN COMMISSION FILING

3. The Secretary shall also be responsible for completing the annual Virginia State Corporation Commission paperwork each year by the deadline, and keeping a paper copy.

ARRL AFFILIATION FILING

4. If the Board desires to continue as an ARRL-Affiliated club, the Secretary shall complete the annual report for the ARRL for submission by the deadline.

DELEGATION OF FILING EFFORT

5. The Secretary can enlist the Treasurer, Vice-President, and/or President to assist in the above filings if desired, but remains responsible for seeing that the filing is submitted.

VARA Policies Manual

TITLE 10: Nominations, Elections, Coordinator Appointments

ELECTION TO MEMBERSHIP

1. A prospective member desiring to join the corporation must submit dues to the treasurer with an application whose form has been approved by the Board. First year dues will not be waived.
2. The prospective member will be introduced at the regular membership meeting. The prospective member does not have to be present at the meeting; the president may read the member's information from the application. This shall be deemed the "First Reading".
3. At the next monthly meeting, a vote of the membership will be taken to admit the new member, or to reject the application. If the vote is in the negative (reject), the treasurer shall refund the membership dues paid by the member with their application. The refund should be issued as soon as practical.
4. As a general rule, election to membership may be by voice vote, with the outcome declared by the President or presiding officer. The outcome shall be recorded in the meeting minutes, but a specific count does not.
5. The prospective member does not have to be present at the election. But a prospective member may contest the election outcome only if he or she is present at the meeting where the vote is taken.
6. If the prospective member is present and wishes to contest the vote, the voice vote shall be null and void and a show of hands for counting will be performed. The Presiding officer and one other current Board member shall agree on the count and declare the election outcome. As per the by-laws, a simple majority of members present is required for election to membership.
7. Upon request of at least four current members in attendance at the club meeting, a secret ballot vote may be requested. If four members go on the record as requesting a secret ballot, the hand-count shall be declared null and void, and a secret ballot shall be taken. The Presiding officer and two other Board Members shall together count the votes and announce the outcome.

BOARD AND OFFICER NOMINATIONS

8. As per the corporate by-laws, a nominating committee consisting of two VARA members in good standing shall be designated no later than the September club meeting, to develop a slate of officer candidates for each open position on the Board. The slate shall be presented at the October Annual Corporate Meeting.
9. Nominations from the floor for any or all offices shall be permitted after announcement of the nominating committee's slate. A nomination, followed by a "second", shall be sufficient to add the nominee's name to the ballot.

BOARD AND OFFICER ELECTIONS

10. Elections shall be conducted at the corporate Annual Meeting, assuming a quorum is in attendance.
11. For uncontested offices (e.g., only one nominee), a voice vote may be taken.
12. If no office is contested (e.g., only one nominee for each office) a collective vote by acclamation voice vote may be taken to elect the entire slate *en masse*.
13. For any contested office, a show-of-hands vote must be taken. The Presiding officer and one other current Board member shall agree on the count and declare the election outcome.
14. Upon objection by at least four current members in attendance at the annual meeting, the show-of-hands vote shall be null and void, and a secret ballot vote will be taken for the office(s) subject to the objection. The Presiding officer and one other Board member shall together count the votes and announce the outcome. Two members (non-officer) may be chosen by the membership in attendance to witness the counting. If a simple majority of counters agree on the count, the election outcome shall be deemed final.

EVENT COMMUNICATIONS COORDINATORS

15. Event communications coordinators are volunteers, and historically been approved by the Board by acclamation rather than by vote. The Board has the authority to change this at any time.

VARA Policies Manual

TITLE 11: Records Retention and Archive Maintenance

SECRETARY'S RESPONSIBILITY FOR RECORDS RETENTION AND ARCHIVES

1. In accordance with the by-laws, the Secretary shall maintain the official records of the corporation, including minutes of the membership meetings, minutes of the Board meetings, official correspondence, etc.,
2. Minutes of the membership and board meetings shall be retained in perpetuity forming an archive of the corporation.
3. All filings with the state corporation commission and IRS shall be maintained in perpetuity.
4. A copy of the current insurance policy should be retained by the Secretary.
5. Membership applications, correspondence, ARRL filings, old insurance policies, and other records shall be maintained for a minimum of five years, but may be retained longer at the secretary's discretion.
6. An outgoing secretary shall provide the incoming secretary with all records by the January meeting.
7. Electronic copies will suffice, as long as they are maintained in an accessible format.

TREASURER'S RESPONSIBILITIES FOR RECORDS RETENTION AND ARCHIVES

8. In accordance with the corporate By-Laws, the Treasurer shall maintain the financial records of the corporation.
9. Monthly Treasurer's Reports, bank statements, bank signature card copies, and cancelled checks shall be maintained by the Treasurer in perpetuity.
10. Vouchers, supporting documentation, and other financial records shall be maintained for a minimum of five years, but may be retained longer at the Treasurer's discretion.
11. An outgoing Treasurer shall provide the incoming Treasurer with all financial records by the January meeting.
12. Electronic copies will suffice as long as they are maintained in an accessible format.

VICE PRESIDENT'S RESPONSIBILITIES FOR RECORDS RETENTION AND ARCHIVES

13. The Vice-President shall maintain the policies manual.
14. Changes to the manual generated by Board decisions should include reference to the date of the Board meeting where the decision was made.
15. At least one per year, generally in December, the Vice-President shall print a copy of the Policies Manual as it stands on the date of printing, and provide a copy to each Board Member, whether continuing or incoming.
16. The Vice-President shall maintain a master copy of the current Policies Manual, but retention of old copies is optional and at the Vice-President's discretion.
17. The Vice-President may delegate these duties to a willing volunteer, but remains responsible to see that the responsibilities are fulfilled.
18. The Policies Manual is not intended for general distribution to all members. However, the Board, at its discretion, may make a copy available for inspection by any member upon request.

VARA Policies Manual

TITLE 12: Corporation Insurance

1. Each year, upon receipt of the annual insurance premium notice, the Board shall review the current insurance policy for appropriate coverage, as deemed by the Board.
2. The Secretary shall maintain a current copy of the insurance policy, including contact information for questions, and claim filing, including instructions for filing claims.
3. The President shall be responsible for oversight of all claims filed under the corporate insurance policy. The president may delegate clerical preparation of paperwork, but remains responsible for the filing of all claims. The secretary shall provide necessary information about the insurance policy to the president on request. The President shall be responsible for investigating and gathering information to effect the claims process, and shall serve as contact person for the corporation for each claim, unless the Board engages legal counsel for this purpose.

VARA Policies Manual

TITLE 13: Audits

1. In accordance with the By-Laws, the financial records are subject an annual audit.

AUDIT COMMITTEE

2. At the January meeting, the Board shall approve an audit committee composed of at least two VARA members in good standing who have some experience, training, or expertise in financial recordkeeping.
3. At least one of the committee members must be a non-Board member.
4. The corporate Treasurer (neither the incoming Treasurer nor the outgoing Treasurer) should *not* serve on the Audit Committee.

DESCRIPTION AND SCOPE OF AUDIT

5. The audit committee is not required to conduct a formal “Independent Financial Audit” in accordance with Generally Accepted Auditing Standards promulgated by the American Institute of Certified Public Accountants. Rather, the VARA audit is a review of the financial records for propriety.
6. Unless the Board specifies otherwise, the annual audit does not need to be conducted by a Certified Public Accountant (CPA) or CPA firm, nor does the report need formal review by a CPA.
7. The audit committee should review the documentation provided by the Treasurer to satisfy themselves that:
 - a. All income to the corporation was properly recorded and reported;
 - b. All disbursements from the corporation were properly recorded and reported;
 - c. All disbursements were for legitimate expenditures and relate to the purpose and mission of the corporation;
 - d. The financial records provide sufficient evidence to support the above assertions; and...
 - e. There is no evidence of fraudulent activity, unrecorded or unreported activity, theft, or misappropriation of the financial assets of the corporation.

AUDIT COMMITTEE REPORT

8. The audit committee reports to the Board, not the Treasurer. The audit committee shall submit a report to the Board expressing their opinion relating to the above assertions, and if any evidence was found contrary to any assertion, listing such exception or discrepancy or lack of information, data, or evidence.

DEADLINE FOR SUBMISSION OF THE AUDIT COMMITTEE REPORT

9. The audit committee's report should be submitted to the Board at or before the April meeting, covering the previous calendar year.

MID-YEAR CHANGE OF TREASURER

10. If for any reason the Treasurer changes during the year, the audit shall be broken into two parts, one audit covering the portion of the year during which the outgoing Treasurer was in office, and the other for the portion of the year for which the incoming Treasurer was in office. If desired, the Board may request the audit for the first portion of the year be conducted immediately upon the change of Treasurers.

VARA Policies Manual

TITLE 14: Newsletters and other Communication with Members

MEMBER CONTACT INFORMATION

1. Contact information is to be submitted on each application for membership by new members. It is each member's responsibility to notify the club of changes.
2. Contact information may consist of (a) an email address whose inbox is checked regularly by the member, (b) an email address which the member has set up to forward to a service checked regularly by the member, (c) a valid voice phone number at which the member can be reached, either mobile or landline, or (d) any combination of these.
3. Additionally, each member who is a licensed amateur radio operator must maintain current mailing address with the Federal Communications Commission as per CFR Part 97 rules.
4. In accordance with the By-Laws, the secretary shall maintain a roll of current members and their contact information. But it is each member's responsibility to notify the club Secretary of changes in his or her contact information.

COMMUNICATIONS CHANNELS

5. The VARA club does not have a responsibility to use all available communications channels to which members may subscribe or prefer. It is impractical to expect the club to utilize Twitter, SnapChat, Instant Messaging, Facebook, MySpace, Blogger, and all the other electronic communications options available in today's society.
6. The club will utilize email as its primary official written communications channel, following the practice of most governments and other "official" correspondents.
7. Club announcements can be promulgated by amateur radio (nets), verbal announcements at meetings, email, and by any and all other communications channels. But email will be one "official" communications channel utilized for all official club business, including announcements of meetings, as well as the distribution of the club newsletter (see the Section below on "Club Newsletter").

8. The Board may designate a member to maintain an electronic mailing list (such as a GoogleGroup) for convenience in contacting members for official club communications. The Secretary shall notify this designee of all additions, deletions, and changes to the list.

VALLEYHAMS GOOGLE GROUP

9. The Valleyhams group is independent of, and separate from, the Valley Amateur Radio Association. The Valley Amateur Radio Association has no official ties to, responsibilities for, or relationship with, the ValleyHams Google Group. The ValleyHams Google Group may be used for additional and incidental communications, but does not represent ANY official communication from the Valley Amateur Radio Association, Inc., and is not to be represented as a “club organ”.

CLUB NEWSLETTER

10. In contrast to the ValleyHams Google Group, the monthly newsletter currently shared with the Massanutten Amateur Radio Association *IS* considered to be an official communication channel with VARA members. The Newsletter is sent via email attachment to all VARA members of record who maintain a current email address with the VARA Secretary.
11. The annual club dues are insufficient to cover the cost of printing and mailing a paper copy of the Newsletter. As a general policy, the newsletter will be delivered electronically using the mailing list referred to above.
12. The Board may, at its discretion, individually and on a case-by-case basis, approve the printing and mailing of paper copies of the newsletter to elderly hams or those who do not have the physical ability to receive email. The cost of providing such copies will be addressed by the Board at the time each exception is approved. The responsibility for such copying and mailing must be arranged at the time the exception is approved.

VARA Policies Manual

TITLE 15: Donations to the Association

CLUB DUES

1. IRS rules allow members to deduct their annual dues as charitable contributions to the extent that the dues paid exceed the value of goods and services provided by the association. Receipt of the monthly newsletter is not considered such a good or service.
2. Name badges, T-shirts, iron-on patches, jackets, and similar items are considered goods if they are provided by the club.
3. Sometimes these are provided by club funds, other times they are provided by a donation from an organization as a result of public service provided by VARA to the other organization. Regardless of source, these are considered goods provided to the member. Under IRS rules, a member may deduct their membership dues only to the extent that the dues exceed the value of the goods provided to the member.
4. IRS rules do not require a tax receipt be provided for donations less than \$250, thus corporate policy is to not provide a Donor Tax Receipt for club dues.

OTHER CASH DONATIONS

5. While the IRS does not require a receipt for donations under \$250, the corporate treasurer will, upon request, provide any donor who gives a single donation of more than \$50 in cash or check with a Donor Tax Receipt,
6. A receipt must be provided by the corporation for all cash donations greater than \$250. The IRS treats each donation separately. The receipt must meet IRS requirements as specified in the section below titled "Required Information on Tax Receipts".

MONTHLY 50/50 DRAWING

7. As supplemental income, the corporation has traditionally conducted a lottery-style drawing for nominal insignificant amounts falling well under the IRS thresholds for reporting. Both the donation (\$1 per ticket) and the winnings (typically under \$20) are considered immaterial amounts for individuals and are not subject to reporting or receipt requirements by participants. The corporation, however, does include the total annual income from the drawings in its annual Form 990 IRS Filing.

DONATIONS IN KIND

1. The club Board has authority to accept donations of equipment, supplies, and other goods which can be deployed for use in amateur radio operations in public service events, education/practice, and other club activities. Such donations must be delivered to a member of the Board, and approved by a second member of the Board.
2. Donors may request a Tax Receipt for donations-in-kind whose value (determined by the Board of Directors) is more than \$20. The receipt must be signed by the Board member accepting the goods as well as the Board member approving the acceptance.
3. Donated goods and services become the property of the corporation, and may be deployed, used, sold, traded, or disposed of by action of the Board. Proceeds from sale, trade or disposal are the property of the corporation.

REQUIRED INFORMATION ON TAX RECEIPTS

4. The receipt must conform to IRS rules, meaning it must show the date of the donation, the donor's name, address, and contact information, and a description of the goods, equipment or supplies donated. The receipt must also contain a statement that all such donations become the sole property of the corporation, without restriction or limitation, and that the donor retains no ownership rights to the donation.
5. Under IRS regulations, if a donor retains any such right of ownership or interest in the property or gift, even partially, the donation does not qualify for tax deduction from the donor's income tax return, and no receipt can be given.
6. The receipt must be signed by the two members of the Board accepting and approving the acceptance of the donation. The receipt for donation-in-kind will state that the valuation of the gift for tax purposes is the responsibility of the donor. A receipt for any cash donation must show the exact dollar amount of the donation.
7. The Treasurer will maintain a copy of each receipt as supporting documentation of income when filing the corporation's Form 990 at the end of each year.